

PROGRAM HISTORY

The **Hispanic Interns in Community Service Program** was created in 1988 and implemented in the State of New Jersey with the goal of exposing Hispanic college students to career opportunities in state government, or other areas of public service, while allowing them to develop and strengthen professional skills in a conducive working environment. That summer, 23 Hispanic college students attending colleges and universities throughout New Jersey were selected from a very competitive pool of

applicants. Those 23 interns were placed in state and local government offices throughout the state for 10 weeks.

Since its launching, 450 interns have participated in this program. Each year new partnerships are formed with private and public sector entities. In the summer of 1995, through the development of partnerships with private sector organizations such as Anheuser-Busch Companies and AT&T, the program graduated 27 interns. Since then, these partnerships have resulted in an increase of internship slots to as many as 47 in the summer of 1997.

Many graduates of the **Hispanic Interns in Community Service Program** have either been hired by internship employers or have chosen similar career tracks. Alumni have been hired by Anheuser Busch Companies, AT&T, Summit Bancorp, New Jersey Citizen Action Organization, New Jersey Housing and Mortgage Finance Agency, United Way of Essex and West Hudson, ASPIRA, Inc. of New Jersey, La Casa de Don Pedro, Mercer County Hispanic Association, Puerto Rican Action Board, The College of New Jersey, New Brunswick Tomorrow, Keyes Martin/The Bruno Group, Rutgers University, and the State Departments of Human Services, Law and Public Safety and Community Affairs.

The **Hispanic Interns in Community Service Program** has been in existence for the past 16 years and has established credibility in providing quality internship experiences for Hispanic college students.

Supervisor

Our success is highly noted in the increased number of applications received each year both from students and potential employers. This increased demand has made the selection process quite

"As a former participant of the Latino Leaders Fellowship Institute, I know first hand of the rich and rewarding experience that the program affords students. As an intern supervisor now, my perceptions remain the same. The Latino Leaders Fellowship Institute provides students with the tools, and more importantly, the motivation essential to function effectively in the workforce. Students are afforded with a unique opportunity to be exposed to the professional arena and gain skills that they can tangibly apply. As an alumni, I can sincerely say that the Latino Leaders Fellowship Institute was one of my most rewarding experiences. In my professional life, I continue to apply the knowledge gained through my Latino Leaders Fellowship Institute experience." Jorge Cruz, President, The BRUNO Group, Intern Supervisor

"This program is an excellent tool for young Latinos to advance their careers. The Institute training sessions are very impressive and are typical of those that corporations send executives to attend. The education received is a great preparation for the corporate world and it pushes me to meet the training and excel at it." Sandra Rhue. Lead Consultant, Bellcore, Intern

competitive.

Latino Leaders Fellowship Institute

In the summer of 1991, a new component was added to enhance and complement the experience gained by the program participants. The **Latino Leaders Fellowship Institute** was established in partnership with Rutgers University's Center for Strategic Urban Community Leadership. The purpose of this component is to develop and cultivate the leadership skills of the interns through weekly intensive training sessions. It complements the employment component by providing a greater opportunity for leadership development.

The Latino Leaders Fellowship Institute equips the interns participating in the Hispanic Interns in Community Service Program with concepts and skills essential to exercising executive leadership. Interns will have the opportunity to assess their own leadership styles and behaviors, as well as their communication styles and skills. Interns will gain knowledge through readings, lectures, discussions, simulations and assessment instruments, and will regularly apply the knowledge and skills gained, thus extending and refining that knowledge and those skills. Past Institute curriculum has covered topics such as:

- Dimensions of Latino Leadership
- > Assessment of Leadership Styles
- **Developing Assertiveness and Inner Strength**
- **Conflict Resolution and Negotiation Skills**
- > Understanding the Legislative Process
- **Developing a Vision for Self and Community**
- > Identifying Personal Strengths
- **Handling and Understanding Diversity**
- **Latino Issues and Demographics**
- **Fine-Tuning Interviewing Skills**
- > Techniques of Public Speaking

Interns will be required to complete an individual course project throughout the 10 weeks. Possible course project topics are presented the first day of the Institute. Summer interns that successfully complete the required course project will be eligible to gain credits at their college/university through Rutgers University's Center for Strategic Urban Community Leadership. Applicants are encouraged to contact their respective registrar's office at their university concerning the possibility of transfer credits.

"The exposure this program has given me, both to the corporate world and to public policy, has been an insightful and valued experience. The Hispanic Interns in **Community Service** Program/Latino Leaders Fellowship Institute is especially important because it gives Latinos the experience and the training that are needed to succeed in all realms of business, whether it is for a corporation, a government agency or a nonprofit organization. Also, the connections that are made, not only with our respective placements, but also within the network of friends we have made in this program, will surely prove to increase the presence of intelligent and competitive Latinos in our society." Michael C. Hernandez, Bellcore Intern

Scholarship Opportunity

In 2001, a partnership between the CHPRD and PSE&G resulted in a new scholarship component. The CHPRD and PSE&G are pleased to continue this scholarship to students attending a college/university in New Jersey.

I. Eligibility

- a. Student must have completed sophomore year and be entering junior year upon completion of the summer internship.
- b. Student selected must maintain a 3.0 GPA.
- c. Student must demonstrate financial need.
- d. Student must successfully complete a summer internship with one of the 2004 sponsors.
- e. Student must demonstrate that s/he has been involved in community service within his/her hometown or at the college/university s/he attends.

II. Scholarship Disbursement

- a. Student selected and eligible for this scholarship must submit copies of financial aid forms, copy of transcript and fall and spring tuition bills.
- b. The scholarship will be payable in two installments covering tuition for the fall and spring semesters immediately proceeding the Internship Program and would be contingent upon academic performance. The scholarship is only payable directly to the college or university where the student is enrolled at the time of participation.
- III. The scholarship cannot be applied to out-of-state tuition, tuition for abroad programs, room and board, or books.
- **IV.** Scholarship recipients will be selected by a Scholarship Committee consisting of alumni and staff of the CHPRD.

INTERN SELECTION

Applicants must be residents of New Jersey and registered at a college or university. Twenty-five interns will be selected on the basis of their overall grade point average and class standing. Historically, priority selection has been given to students with junior or senior class standings who have grade point averages of 3.0 or higher (special consideration will be given to applicants with grade point averages below 3.0). Interns are placed according to job descriptions and job requirements submitted by potential employers.

Each applicant is given the opportunity to select three possible job sites from the placement sites submitted by participating employers. Each qualifying applicant is interviewed by a member of the Review Committee, which consists of past alumni and the staff of the CHPRD. All applications are screened carefully to assure a maximum quality match between employer and employee. Selected interns are required to meet with their assigned supervisors in a get-acquainted meeting prior to June 7, 2004, the start of the program.

STIPEND

A stipend of \$2,800 is provided for the 10-week program. Students must work 28 hours at their intern placement site and attend weekly training sessions consisting of 7 hours. Based on individual placement sites, the stipend may be disbursed through the employer or through a payroll agent identified by the Center for Hispanic Policy, Research and Development. Students must adhere to all payroll requirements of the employer or payroll agent. Students are responsible for securing their supervisor's signature and submitting timesheets as determined by the employer or payroll agent. The deduction of state, federal and social security taxes is dependent upon the employer's or payroll agent's requirements.

PROGRAM STRUCTURE

The **2004 Hispanic Interns in Community Service Program** and **Latino Leaders Fellowship Institute** will begin on June 7, 2004 and end on August 13, 2004. Throughout the 10 weeks, interns will report to their job placement sites Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, interns are required to attend the **Latino Leaders Fellowship Institute.**

FINAL PLACEMENTS

Final decisions on placements and intern assignments will be made no later than April 1, 2004. Selected applicants will be required to sign a written agreement accepting the internship offer and agreeing to meet the following program requirements:

- 1) Complete and work 28 hours a week at a placement site.
- 2) Participate and attend every Institute session.
- 3) Complete and submit timesheets as specified and according to schedule or instructions provided.
- 4) Complete course project as required by the Institute.

APPLICATION DEADLINE

Applications are due no later than February 23, 2004.

SPONSORS 1998-2003

AT&T

Anheuser-Busch Companies

Bellcore

CHASE

Excellent Education for Everyone

Fleet Bank

INFINEUM USA L.P.

Jersey City Episcopal Development Corporation

Johnson & Johnson

Keyes Martin/The Bruno Group

La Casa de Don Pedro, Newark

Lucent Technology

Mercer Medical Center

Mercer Street Friends

New Brunswick Tomorrow

New Jersey Board of Public Utilities

New Jersey Commerce and Economic Growth Commission

New Jersey Department of Banking and Insurance

New Jersey Department of Community

Affairs

New Jersey Department of Education

New Jersey Department of Health and Senior Services

New Jersey Department of Human Services

New Jersey Department of Labor

New Jersey Department of Military and Veterans Affairs

New Jersey Housing Mortgage and Finance Agency

New Jersey Network

New Jersey Redevelopment Authority

New Jersey Office of Student Assistance

New Jersey State Museum

PNC Bank

PROCEED

PSE&G

Robert Wood Johnson Foundation

Rutgers University Center for Strategic Urban Community Leadership

Six Flags Great Adventure

The Forrestal Center at Princeton

The Prudential Foundation

United Trust Bank

Wachovia

YMCA Camp Ockanickon

PAST PLACEMENT SITES 1988-2003

NJ Department of Environmental Protection, Trenton

Administrative Office of the Courts, Trenton NJ Department of Health and Senior Services, Trenton

AT&T, Morristown NJ Department of Human Services, Trenton

Anheuser-Busch, Newark NJ Department of Labor, Trenton

ASPIRA, Inc. of New Jersey, Newark NJ Department of Law and Public Safety, Trenton

Bellcore, Piscataway

Bergen County Community Action Program, Hackensack

HLA Registry Foundation, River Edge

Board of Public Utilities, Newark NJ Department of Military and Veterans Affairs, Trenton

Borough of Wood-Ridge, Wood-Ridge NJ Department of State, Trenton

Council on Affordable Housing, *Trenton*NJ Department of Personnel, *Trenton*

El Club del Barrio, Newark NJ Department of Transportation, Trenton

Excellent Education for Everyone, *Trenton*NJ Department of Treasury, *Trenton*

FOCUS Hispanic Center for Community NJ Hispanic Research & Information Center, Newark

Development, Inc., Newark

NJ Housing & Mortgage Finance Agency, Trenton

Hispanic Information Center of Passaic, *Passaic*NJ Office of the Public Advocate, *Trenton*

New Jersey Network, *Trenton* and *Newark*Hogar Infantil Child Development Center, *Paterson*

New Jersey Office of the Governor, *Trenton*

Hudson Eagle Distributing Company, *Jersey City*New Jersey Office of Student Assistance, *Trenton*

INFINEUM USA L.P., *Linden*New Jersey Redevelopment Authority, *Trenton*

Keyes Martin/The Bruno Group, East Hanover

New Jersey State Museum, Trenton

KidsBridge Children's Cultural Center, *Trenton*New Jersey State Police, *Trenton*

La Casa de Don Pedro, *Newark*Northeastern Production Enterprises, *Newark*

Latin American Institute, *Hackensack*North Hudson Community Action Corp., *Union City*

Lucent Technologies, Bound Brook
Northern Eagle Beverage Company, Carlstadt

Mercer Medical Center, *Trenton*Office of Information Technology, *Trenton*

Mercer County Hispanic Association, *Trenton*Office of US Congressman Frank R. Lautenberg, *Newark*

New Brunswick Tomorrow, New Brunswick

PNC Bank, East Brunswick
NJ Board of Public Utilities, Newark

PROCEED, Elizabeth
NJ Citizen Action, Newark

PSE&G, Newark

NJ Commerce and Economic Growth
Commission, Trenton

Puerto Rican Action Board, New Brunswick

NJ Department of Banking and Insurance, *Trenton*Puerto Rican Association for Human Development, *Perth*

Amboy

NJ Department of Community Affairs, *Trenton*Quality Beer Sales, *Fairfield*

NJ Department of Corrections, *Trenton*Rutgers University, Center for Strategic Urban

NJ Department of Education, *Trenton* Community Leadership, *Camden*

Rutgers University, Puerto Rican Studies Program, Newark Six Flags Great Adventure, Jackson Test City Child Care Center, Bridgeton The Bruno Group, Inc., ${\it Clifton}$ The Forrestal Center at Princeton, *Princeton* Union County Economic Development Corporation, UnionUnited Way of Essex and West Hudson, Newark Wachovia, Trenton YMCA Camp Ockanickon, Medford

2004

HISPANIC INTERNS IN COMMUNITY SERVICE Program and Latino Leaders Fellowship Institute



Student Application

PERSONAL DATA
Name:
Address (Permanent):
City: County: State: Zip:
Telephone Number (permanent) ()
Telephone Number (current): ()
Social Security #:
Email Address:
SCHOOL INFORMATION (Required)
College/University:
Address:
City:
Telephone Number (school): ()

Class Status: ______ # of credits: _____ GPA: _____

Major(s): _____ Minor(s):_____

EXTRACURRIC LAR ACTIVITIES

(Please list and indicate if you held an office):
List languages, other than English, you speak and write fluently, which you are willing to use during employment.
ACADEMIC HONORS

WORK	RIENCE	
Position Title:		
Period of Employment:		
Employer's Name:		
Address:		
City:	State:	Zip:
Telephone Number: ()		
Supervisor Name & Title:		
Description of Duties:		
Position Title:		
Period of Employment:		
Employer's Name:		
Address:		
City:	State:	Zip:
Telephone Number: ()		
C		
Supervisor Name & Title:		

(PLEASE ATTACH YOUR RESUME)

Please Answer the Following _____ions: (1) Some of the placement sites are located within Trenton. Yes No No Would you commute to Trenton? (2) Do you have a car or access to one, if required by placement site? Yes \square No \square (3) Are you planning to take summer classes? Yes No No If yes, please be advised that interns are required to work a total of 7 hours per day. Classes should not be taken during normal work hours. 4 Please add any additional information which will help us in placing you where you are best qualified: (5) Please specify what topics you would like the LATINO LEADERS **FELLOWSHIP INSTITUTE** to address in relation to the internship experience: **SUMMER RESIDENCE** City: _____ State: ____ Zip: ____

PERSON TO CONTACT IN CASE OF EMERGENCY:						
Name:						
Address:						
City: Sta	te: Zip:					
Relationship:						
Telephone Number: Day:	Evening:					

ESSAY

Please attach a typed, one page, double-spaced response to **one** of the following questions:

- In your opinion, what particular policy issue has posed a challenge for the Latino community (i.e. telecommunications, business development, immigration)?
- How do you define *leadership*?

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION*:

- 1) Copy of Transcript
- 2) Letter of Recommendation
- 3) Resume
- 5) Essay
- 6) If you wish to be considered for the PSE&G scholarship, please attach copies of your Financial Aid Form.

*Note: Each applicant is <u>REQUIRED</u> to undergo an interview to be considered for this program.

PLEASE MAIL THE COMPLETED APPLICATION BY FEBRUARY 23, 2004 TO:

Angie Armand-León, Director Center for Hispanic Policy, Research and Development NJ Department of Community Affairs 101 South Broad Street

P.O. Box 800 Trenton, NJ 08625-0800

	and the attached materials is correct. I also agree, if I am selected, that the CHPRD and the NJ Department of Community Affairs can use my statements and likeness in its promotional literature.				
SIGNATURE:			DATE:		